



Veteran Interview Strategies For Private Sector Hiring Managers Detroit Hiring Fair Event



U.S. Department
of Veterans Affairs

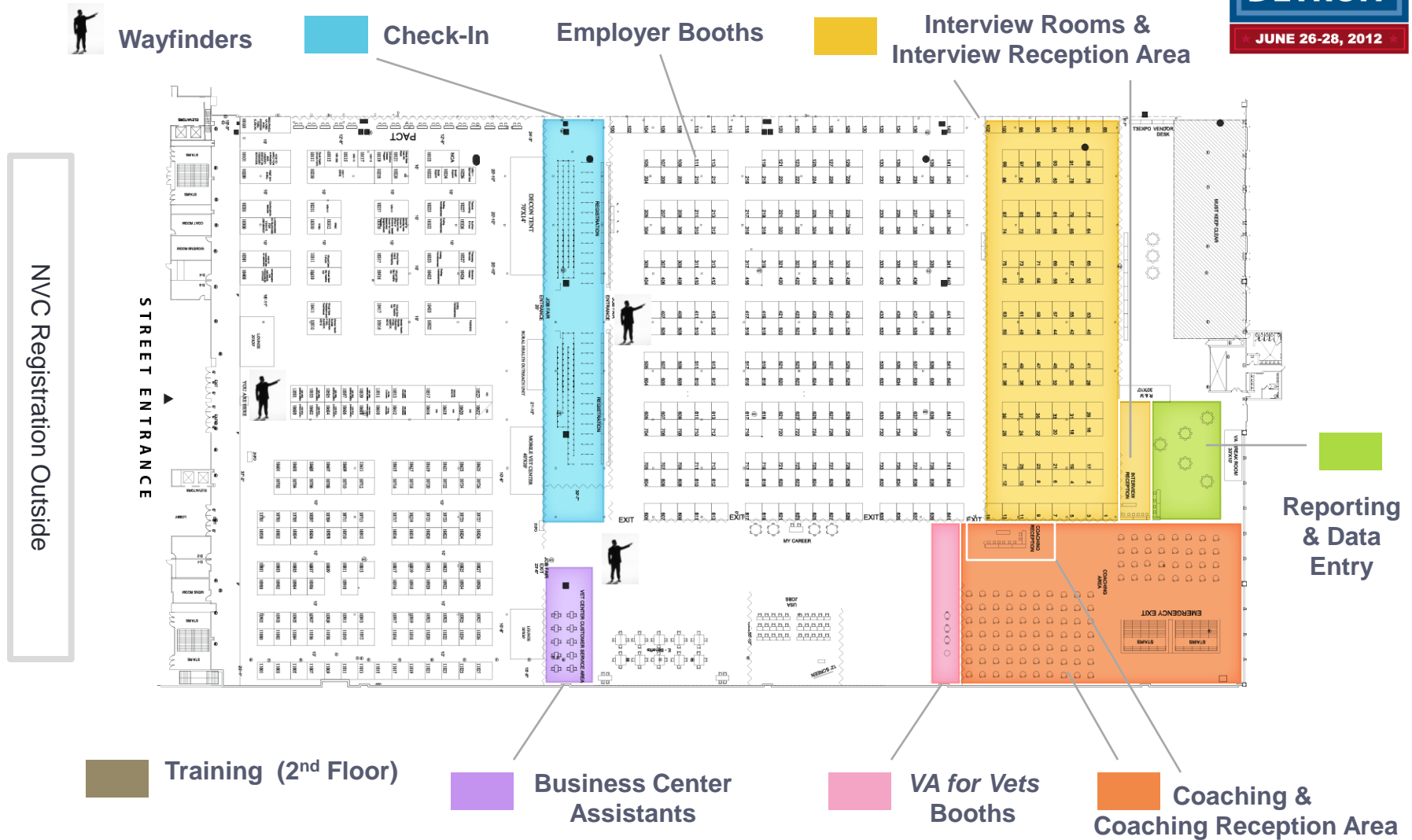


Agenda



- **Location and Resources**
- **Interview Scenario**
 - Prescheduled and Formal
 - Scheduled Day of Event and Formal
 - Day of Event and Informal
 - Established Pre-Event and Formal
- **Exceptions**
 - Disposition Form Not Returned
 - Interview Cancelled
 - System Down
- **Miscellaneous Post Event**







Tips for Success

- Skills in translating military experience vary
- Look closely at the work experience
- Behavioral interviewing





Prescheduled and Formal

Veteran interview is pre-scheduled and held in interview booth



1. Employer submits interview schedule before event
2. Interview staff enters pre-scheduled appointments in the system
3. An email will be sent confirming the interview, schedule, assigned rooms and times.
4. Hiring manager receives interview schedule and pre-populated disposition forms at event
5. Hiring manager communicates next steps and directs the Veteran to the waiting area
6. Hiring manager provides completed disposition form to staff at the interview check in desk
7. Data entry enters disposition form data in system and an automated email is sent to the Veteran with the completed disposition



Scheduled Day of Event and Formal

Veteran interview is scheduled day of event and held in interview booth



1. Hiring manager determines Veteran is a good fit for position
2. Hiring manager and Veteran work with employer liaison to schedule an interview
3. Employer liaison:
 - Schedules and/or registers Veteran in system
 - Pre-populates and provides disposition form to hiring manager
 - Provides Veteran with card with interview schedule
4. Hiring manager holds the interview
 - Completes interview results section of the disposition form
 - Communicates next steps
 - Exits interview room with Veteran and gives disposition form to data entry



Day of Event and Informal



Veteran interview is not scheduled with and is held outside of interview booths

Interview Tracker Walk-In Informal Interview Form is completed by Hiring Manager

Hiring Manager:

- Conducts informal interview with Veteran outside of interview booths
- Completes mandatory fields on Interview Tracker Walk-In Informal Interview Form
- Uses company practice for communicating disposition to Veteran

Employer Liaison:

- Collects Interview Tracker Walk-In Informal Interview Forms and delivers to data entry

Data Entry:

- Registers Veteran and/or adds interview to Veteran profile
- Enters interview disposition in system



Disposition Not Returned



Disposition form for scheduled or unscheduled interview not received

- An Employee Liaison will check in the hiring managers to collect any outstanding disposition forms



Interview Cancelled



Hiring manager or Veteran cancel interview

- Hiring manager or Veteran arrives at interview scheduler or interview reception area to cancel interview
- Interview reception requests disposition form
- Interview scheduler cancels interview and enters status in system
- Interview monitors are notified of cancellation





System Down



Hiring manager arrives at employer liaison area to schedule on-demand interview with walk in

1. Scheduler uses room tracker spreadsheet to determine room availability or advises hiring manager to conduct quiet corner interview
2. Scheduler helps complete paper interview disposition form
3. Scheduler gives disposition form to hiring manager
4. Scheduler provides Veteran with card
5. Veteran attends interview
6. Hiring manager completes interview results section of disposition form
7. Employer liaison collects form





Miscellaneous Post Event



Missing Dispositions

VA for Vets staff will provide missing interview disposition data to VA for follow up with HM point of contact and/or hiring manager to get missing interview dispositions.



It takes a team effort





Questions??